Hours Not Worked
Human Relations Commission
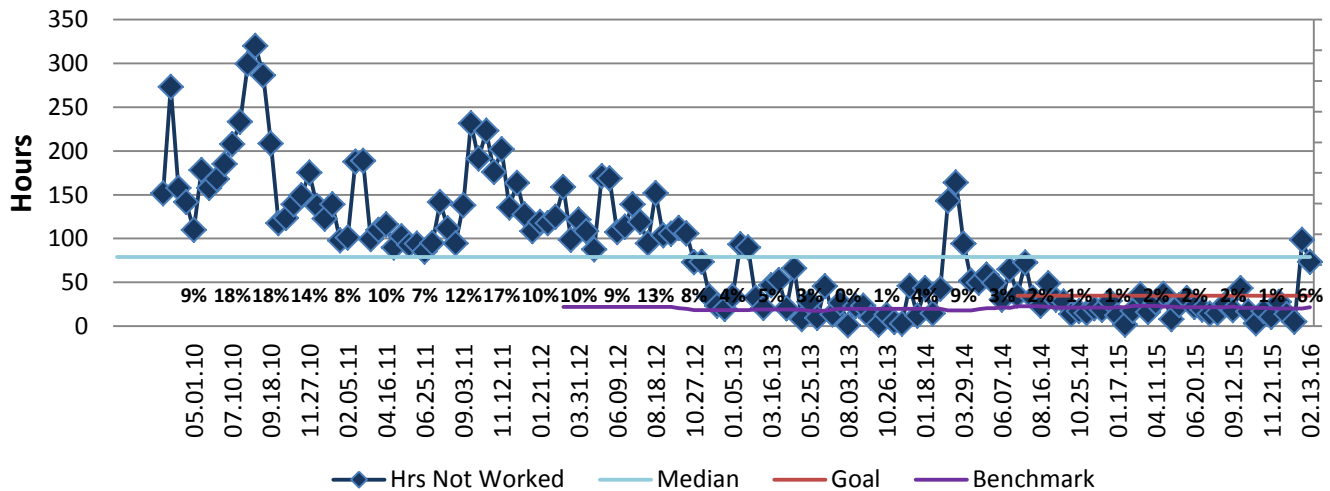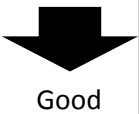
LouieStat

KPI Owner: Diniah Calhoun | **Process: Time & Attendance**

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY14 = 980.35 **Goal:**Proposed Reduce to 900 hours annually or 75 hours monthly or less **Benchmark: Local Government Rate of 1.9%**	**Data Source: Payable Time PeopleSoft** **Goal Source: Scope Summary** **Benchmark Source: Bureau Labor Statistics**	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours Why Measure: Better understand culture impact on employee attendance Next Improvement Step: Monitor.

How Are We Doing?

01.04.15-02.13.16 12 Month Goal	01.04.15-02.13.16 12 Month Actual		01.31.16-02.13.16 Goal	01.31.16-02.13.16 Actual	
900	**633**		**35**	**73**	
Hours	**Hours**		**Hours**	**Hours**	

Hours Not Worked

Good

Legend: Hrs Not Worked — Median — Goal — Benchmark

01.04.15-02.13.16 Pareto Analysis

	SICK	FUNERAL			
Number	545 (86%)	88 (14%)	0 (0%)	0 (0%)	0 (0%)

Legend: Number — Cumulative % — Individual %